



# INDIAN HEALTH CENTER OF SANTA CLARA VALLEY INC.

1333 Meridian Avenue  
San Jose, California 95125-5250  
(408) 445-3400

**Position:** **Community Wellness and Outreach Director (CWO)**

**Reports To:** **Director of Strategic Program Planning**

**Status:** Regular, Exempt

**Position Summary:** Under the supervision of the Director of Strategic Program Planning, the CWO Director is responsible for overseeing health prevention and intervention programs and outreach programs to improve the health status of the American Indian community. The CWO Director ensures that integrated, nursing, nutrition, and fitness, and outreach services are provided. The CWO Director oversees the IHC's Diabetes Program including all quality improvement activities. This position develops new health programs and engages in strategic health planning.

## **Duties and Responsibilities:**

- Hires, supervises, trains and evaluates staff, volunteers, and student interns to ensure a high level of moral and productivity.
- Oversees the IHC's Diabetes Program, which includes nursing, nutrition, and fitness services. Ensures that integrated quality care between IHC services is a priority.
- Oversees all quality improvement activities for the Diabetes Program, including weekly case management meetings and meetings to improve our delivery of care.
- Supervises the Fitness Coordinator.
- Supervises the Clinical and Nursing Services Coordinator.
- Supervises the Outreach Coordinator.
- Supervises the Health Education Support/Transportation Coordinator.
- Supervises staff providing nutrition and medical nutrition therapy services.
- Is the Local Program Coordinator for the IHS competitive diabetes grant. Responsible for the day-to-day implementation, leadership, and management of grant activities. Ensures that the grant is implemented correctly.
- Responsible for the collection and submission of baseline data and on-going health status data to the Urban Native Diabetes Prevention Consortium (UNDPC) Project Director, including but not limited to all initial physical exams and baseline weight, height, laboratory tests and other measures for all individuals at risk for diabetes.
- Responsible for the monthly collection and organization of baseline and on-going program data from the multi-site UNDPC diabetes prevention program partners (Hunter

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Health Clinic and NARA) and the timely monthly submission of these organized data to the UNDPC Project Director.

- Responsible for working with Director of Strategic Program Planning/UNDPC Project Director in organizing less intensive community-based motivational activities for individuals with diabetes, pre-diabetes, and those at risk for diabetes, with a specific targeting of American Indian families. Examples of such activities include monthly walks, health fairs, competitions, etc.
- Creates and implements the annual CWO department strategic and tactical plans.
- Prepares narrative and statistical reports.
- Assists in the development of grants and reports that involve the CWO department.
- Prepares for and actively participates in funding agency audits/site reviews.
- Oversees quality improvement (QI) projects for the CWO Department.
- Maintains the Department Policy & Procedure Manual(s).
- Complies with the IHC's HIPAA Policy.
- Performs other duties as assigned.

## **Required Qualifications, Knowledge and Abilities:**

- Masters Degree's Degree in Health Science, Public Health, or equivalent with a minimum of five years work experience.
- Five years supervisory experience.
- MS Office software proficiency.
- Knowledge of and ability to relate to the American Indian community and other minority populations, and interest in health delivery services to these groups.
- Five years supervisory experience and excellent team-building skills.
- Strong writing and data analysis skills.
- Valid California Driver License, automobile insurance, and a clean driving record.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain strict confidentiality.
- Ability to establish and maintain professional relationships with outside organizations and institutions.
- Flexibility, initiative, reliability, and creativity.

Board of Directors Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Preference is given to qualified American Indian candidate in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). In other than the above, the Indian Health Center of Santa Clara Valley, Inc. is an equal opportunity employer.**